



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>March 27, 1973</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>73-8</b>		Date Received <b>MAR 30 1973</b>	Application No. / Date Completed <b>73-244 APR 3 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Public Safety Drivers Services Section Drivers License Unit 459 Confederate Avenue, Atlanta, Georgia 30301</b>		4. Person to Contact <b>Ms. Stephens</b>	
		5. Working Title <b>Clerical</b>	6. Tel. No. <b>Ext. 260</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title <b>Examiners Daily-Weekly Report File *</b>
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10. What is the function of the office in which this record series is created?

This series accumulates as a results of administering Georgia Laws relating to licensing of drivers of motor vehicles and is created as a result of such activities as receiving application for license; examining applicants to determine fitness for licensing; issuing licenses; renewing licenses; supporting revocation or suspension of licenses for violations; maintaining driver's records; providing information about individual's driving record; and similar activities.

\*Series was called Validating Machine Report when license was validated by stamping with machine and has been called Camera Report since photographs of licensee have been included on the license.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

File relates to reporting driver's licenses issued and fees collected and other statistics.  
File Consists of Examiners Daily-Weekly Report (Form DLB 28)  
File is arranged by State Patrol Post and thereunder chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	22	33		7	10
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				8	
			monthly	This Year's	Last Year's
			AVERAGE DAILY REFERENCES	1st mo. 2 mo.	Preceding Year's
				5-10	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? Record Copy designated as Treasury office copy [ ] [x]
14. Is there a duplication of this series in another office or agency? Duplicated in Treasury Office and in State Patrol Posts [x] [ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. In accounting records and annual report ALSO in [x] [ ]
16. Does the series contain classified information requiring security handling? monthly recap to DOAS. [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [x]
18. Could the function be performed if the files were lost or destroyed? [x] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
20. Does the record series provide data as input to an EDP file? Fiscal Information [x] [ ]
21. Does the record series contain documentation produced as EDP printout? Revenues Report [x] [ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. ☒ AUDIT PERIOD    d. [ ] FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Series supports fiscal function, therefore is needed to clear audit in Treasurer's Office.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - ☒ FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

[ ] Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):

[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):

[ ] Destroy.

[ ] Transfer to State Archives for permanent retention.

[ ] Destroy immediately after cut-off.

[x] Other: (Specify) See attached sheet addressing separate files of this series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	3/27/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Ray Boyer</i>	3-27-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>William M. Dixon</i>	4-2-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Carroll Hart</i>	3-30-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Robert J. Kelly</i>	4-3-73

STATE RECORDS COMMITTEE

Examiner's Daily-Weekly Report File

Ga. Dept. Public Safety Treasurer's Office Copy

Cut off each fiscal year; hold in current files area 1 year or until State Audit has been completed, whichever is later; transfer to records center; hold 1 year; then destroy.

Driver's Services, Driver's License Unit Copy

Cut off each fiscal year; hold in current files area 1 year or until State Audit is completed, whichever is later; then destroy.

Post Copy

Cut off each fiscal year; hold in current files area 1 year or until State Audit is completed, whichever is later; then destroy.

( / ) Concur

( ) Nonconcur

DPS Treasurer

(Signature)

3/27/73

( ✓ ) Concur

( ) Nonconcur

Drivers Services Section

(Signature)

3/27/73